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EXECUTIVE TO THE DIRECTOR

10 November 1946

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Projects Report for Personnel and Administration

I. SERVICES DIVISION

1. Procurement of Site for F.B.I.S. [redacted] - Preparation is being made for sending a representative of the Services Division to [redacted] for the purpose of negotiating a lease for a site located there which was requested by F.B.I.S. This negotiation is a carry-over of one which was started by the Engineers when F.B.I.S. was under the War Department.

2. Procurement of Site for Communications Division, P & A. [redacted] At the request of [redacted] and with the approval of Colonel [redacted] procurement of a site [redacted] action will begin shortly on the [redacted] it is not believed that any transfer of funds will be involved; in fact, an effort will be made to have the property assigned to CIG since it is at the present time Federally-owned property.

3. Negotiations [redacted] - Negotiations have been completed on a lease in connection with procurement of warehousing space and outside storage facilities [redacted] The negotiations are subject to the approval of the General Accounting Office and this provision is included in the lease. The warehouse comprises a total of 46,000 square feet of space and involves a consolidation of existing warehouses under the Communications Division, which will result in a considerable saving of personnel and funds and increased efficiency.

4. Contacts with the Technical Services, War Department - During the past several weeks meetings have been held with representatives of each of the Technical Services, and arrangements have been satisfactorily completed for the handling of CIG requisitions for supplies, equipment, and services on a security basis.

5. Space - After several conversations with the State Department and the Bureau of the Budget, as well as the Public Buildings Administration, it was agreed that CIG would release the space occupied in New War Department Building during the month of January, 1947, subject to PBA being able to provide satisfactory space in a new location. The location of the Headquarters Offices, CIG, is pending a decision by the Executive to the Director as to whether the Director, CIG, will agree to locate in the Administration Building. Preliminary negotiations have begun on the procurement of approximately 10,000 square feet of space [redacted] and approximately 10,000 square feet [redacted] It has been proposed by [redacted] that the Assistant

Director for Operations and the Commercial Contacts Branch be located in the latter mentioned building, together with the Assessment Division, Special Operations. PBA is working on the procurement of 15,000 square feet of space in "M" Building, into which it is planned that ORG will expand from the Central Building. It is hoped that this building will be entirely occupied by CIG on or about 1 April 1946.

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6. Reproduction - Negotiations are now in progress with the State Department and the Bureau of the Budget for the transfer of the duplicating facilities of the State Department Reproduction Plant in South Building to CIG, and the operation of the printing facilities in the same location, under the supervision of the State Department. By agreement with the State Department, the printing facilities will reproduce all printed material required by CIG on a reimbursable basis. A board will be established, consisting of CIG and State Department personnel, to decide relative priorities of printing work required by the two departments in order to eliminate delays and various administrative difficulties which would arise from the operation of the plant. It is conceived that the printing facilities are to be operated on a joint basis, but for administrative reasons, it is felt that the supervision of the plant should be done by the State Department. Arrangements have not yet been completed, but complete agreement is expected within the next two weeks.

7. Moving of Washington Document Center - At the request of the Public Buildings Administration, the space occupied by the Washington Document Center is to be vacated not later than 15 December 1946. New and satisfactory quarters have been assigned to the Washington Document Center in a building located at 14th and L Streets, N.W. There is a considerable reduction in the total quantity of space available, but upon inspection, it was determined that the space offered is adequate for the purpose of continuing the operation of the Center.

II. PERSONNEL DIVISION

1. Transfer of SSU Activities to CIG - All SSU activities have been transferred to CIG as of this date, with the exception of the Communications Division, General Counsel, and the History Project. These transfers will be completed not later than 1 December 1946.

2. Transfer of F.B.I.S. to CIG - In accordance with a previously arranged schedule, this transfer was completed on 3 November 1946.

3. Transfer of Washington Document Center - On or about 1 December 1946 the Director, CIG, will probably be requested to make a final decision as to the future status of the Washington Document Center. At present personnel have been continued on the War and Navy Department rolls, but present plans call for the termination of the activities of the Center on a joint Army and Navy basis as of 1 December 1946.

4. Tables of Organization for the Office of Collection and Dissemination and the Interdepartmental Coordinating and Planning Staff - A table of Organization for ICAPS was received 25 October 1946 and forwarded to the Personnel Division for the establishment of Civil Service positions in order to provide for the recruitment of civilian personnel. The Table of Organization for the Security Branch of C & D was received 5 November and the balance of the Table of Organization for C & D was received 13 November 1946. Both of these were forwarded to the Personnel Division for establishment of Civil Service positions. It is assumed that on the basis of these Tables of Organization a personnel recruitment program can be started.

5. Table of Organization for Office of Reports and Estimates - A Table of Organization for ORE has been received in numerical numbers only, and it was felt that due to the size and large amount of work involved in writing up preliminary job

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descriptions for positions in ORE, the work had better be done by a Classification Technician, and a [] has been detailed to ORE for this purpose. However, the personnel recruiting program for ORE has been comparatively slow due to the lack of detailed job descriptions. It is expected that a great deal of progress will be made in this connection in the next thirty days.

III. FINANCE DIVISION

1. Establishment of Civilian Personnel Ceilings - Tentative arrangements have been completed with the War Department to hide the personnel ceilings of CIG in the total personnel allotted to the Office of the Secretary of War.

2. Budget Hearings - Budget hearings before the Bureau of the Budget have begun and the hearings have proceeded satisfactorily.

IV. SECURITY DIVISION

1. Table of Organization for Security Division, P & A - The new Table of Organization for the Security Division, P & A, has been established and approved. The division is separated into an overt and covert section. Under the covert section, it is planned []

Overt

investigations will continue to be handled by the F.B.I., although the period of time is considerably in excess of that which was originally planned. The F.B.I. had committed themselves to 14 days, whereas a survey of investigations during the month of October indicated that the investigations were consuming about 28 days. However, it is expected that this will decrease from time to time.

2. Top Secret Control Procedure - The Security Division is in the process of preparing a procedure for the control of Top Secret papers and the designation of individuals who are qualified to read or handle such papers. It is expected that a complete procedure will be ready for issuance within the next week.

3. CIG Identification Credentials - New identification credentials for use by CIG employees in entering or leaving CIG buildings are in the process of preparation. The ideas of the several Assistant Directors have been obtained and the new pass system is being prepared in accordance with their suggestions.

V. PROJECTS SUPPORT DIVISION

1. Operation of the Projects Support Division - At a meeting with [], Chief, Projects Support Division, was given complete administrative and operational authority to operate the several administrative sections required for the support of S.O. activities. The only real problem remaining which has not been fully determined relates to the operation of the Communications Division. [] feels that to a large extent the Communications Division was established for the purpose of serving the S.O. activities.

VI. LEGISLATIVE LIAISON DIVISION

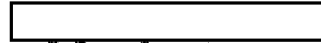
1. Enabling Act - An Enabling Act has been prepared in rough draft and has been reviewed by the Executive to the Director, the General Counsel, and

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the Executive for Personnel & Administration. It is expected that this will be completed within the next two weeks for review by the Bureau of the Budget.

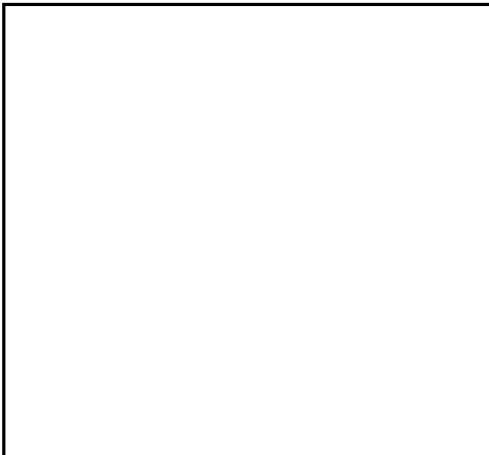


Colonel, CAC

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